



**Town of Arlington, Massachusetts**  
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## Minutes 04/09/2007

Arlington Cultural Council  
Minutes of April 9th, 2007  
Robbins Memorial library  
Arlington, MA

Present: Jean Yoder, Karen Dillon, Tom Formicola, Michele Meagher,  
Elinore Kagan and Sharon Shaloo  
Absent: Betsy Campbell  
Visiting: Leland Stein

Jean Yoder called the meeting to order at 7:40 p.m.

Michele requested we start the meeting off by hearing Leland describe an  
opportunity for the council.

Leland proposed that a portion of ticket proceeds from the May 31-June  
8  
performances of the Ultrasonic Rock Opera at the Regent theatre be donated  
to the Arlington Cultural Council. In return the council would allow URO  
to perform at our event and we would promote the concerts in our mailings.

Council members thanked Leland for this opportunity but wanted to be  
sure  
the URO knew the limited constituency we reach and the limits of our email  
and letter mailing network.

Leland expressed the council's gratitude to the URO and in the end the  
URO  
decided that perhaps we were not the best fit for these benefits. The  
council thanks Leland and the Regent Theatre for their ongoing support.

### ITEM 1: Approval of March meeting minutes

The council reviewed meeting minutes from March of 2007. Tom moved to  
approve the minutes Jean seconded and all approved.

### ITEM 2 :RFP's

Karen Dillon requested reimbursement of 196.85 for Swifty's printing  
charges to produce the Grantee Reception Invitation. Jean moved to  
approve, Tom seconded and all approved.

The council expresses their sincere gratitude to Mary Babic for her excellent design services in producing the invitations and other publicity documents for the council.

Roz Cummins has requested an advance on her grant #2007-06 Oral History of Libana. The council has a policy preventing us from awarding partial payment. Our program is a reimbursement program as opposed to a funding program as outlined in MCC guidelines.

Elinore confirmed that the MCC grant money has been deposited into our account.

The Arlington Center for the Arts grant # 2007-01 has requested an extension by way of a letter from John Budznya, to June 15, 2008 for "A day in the life of Arlington at 200" in order to encourage greater participation of the community.

Elinore moved to approve this extension, Karen seconded and all approved.

The council appreciated ACC's consideration and planning in order to reach a wide audience with this project.

#### ITEM 3 : Grantee Reception-Planning

The grantee reception will take place on Tuesday, May 8th at the Arlington

Center for the Arts. Sharon and Tom visited the facility and made arrangements. Doors will open at 6:30 the program will begin at 7:00 and the ACA gallery will be exhibiting images of Arlington at the same time. The gallery will be open from 6:30-7:30 pm.

Reminder of council tasks to prepare for the event.

Invitation and Program: Invitation is completed, program draft will be reviewed a week before the event and printed.

Scrapbook: karen has these and will bring them.

Boom box: Karen to bring

Folding tables: Karen to bring 2

Certificates and Jackets: Sharon to bring

Food: Tom and Sharon will arrange to get contributions from local restaurants including: Not Your Average Joe's, Carberries, Panera and Lakota.

Beverages: Elinore will purchase some cider and soft drinks using our Johnnie's Foodmaster certificates.

Presenters: Tom will arrange for state officials to attend and hand out certificates to recipients. Jay Kaufman will be there.

Flowers and balloons: Sharon will bring these to the event.

Photographer-Herb Kagan and Paul Dillon (who recently completed a photography class)

Publicity: Sharon will write an article and submit it to the advocate.

Paper Goods: Elinore

ITEM 4 : Grantee Reception-Community input

Tom will provide paper and pens for focus groups.

Michele will bring an easel for the end of the focus groups.

Each of the (4) focus groups will meet for no more than 30 minutes and have an assigned leader, notetaker and spokesperson.

it was suggested that each participant give an introduction of their name and why they come to the event.

Michele will be the overall monitor and keep all four groups on track and on time.

We will have participants complete a questionnaire and then discuss 4-6 follow up questions as a group. Sharon is working to refine the list of questions.

The meeting adjourned at 8:50 p.m.

Respectfully submitted by Karen Dillon

Karen has reserved the conference room in the Robbins Library for the following upcoming meetings :

Monday, May 14th 7:30-8:45 upstairs meeting room

Monday, June 11th 7:30-8:45 upstairs meeting room

Monday, July 9th 7:30-8:45 upstairs meeting room

Monday, August 13th 7:30-8:45 upstairs meeting room

Please reserve these dates on your calendar.